

Agency Re-Accreditation – Clarification



CRA's seeking PBSA BSCC re-accreditation should note the following:

1. Re-accreditation must be obtained before the current agency accreditation expires; no lapse in accreditation may occur. (See Item 5)
2. To the greatest extent possible, the re-accreditation process mirrors the accreditation process.
3. Re-accreditation fees are the same as those for initial accreditation.
4. As used below, “submit” means received by PBSA Staff.
5. If all submission requirements and timelines are met and if through no other fault of the CRA, the re-accreditation activities (onsite audit and review by BSCC) are not completed in the required timeframe, the BSCC will grant an extension of the current accreditation until such time as re-accreditation activities are completed.

Re-Accreditation Steps

Step 1

CRA may submit **Letter of Re-accreditation Intent** as early as 12 months before the expiration date of current accreditation, but no later than 6 months before the expiration date.

Step 2

Application, Desk Audit Materials, and Fee: CRA may submit **Application, Desk Audit Materials, and Fee** as early as 6 months before the expiration date of current accreditation, but no later than 3 months before the expiration date. Steps 1 and 2 may be combined.

Practical Consideration: Most CRA's wait until they are near the 6-month point to submit Application, Desk Audit Materials, and Fee. This allows maximum time to prepare materials and minimizes potential problems caused by late changes.

Practical Consideration: Materials submitted at time of initial accreditation may be re-used and resubmitted for re-accreditation, but only if no changes have occurred, procedures remain accurate, and documents remain current.

Step 3

Onsite Audit: The auditor will contact the CRA to schedule the onsite audit. The onsite audit must be completed and results submitted to BSCC before the end of the current accreditation period. (See Item 5 above)

See [BSAAP Application Packet](#) for complete details.